|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **0** | **1** | **2** | **3** |
| **Nonverbal Skills** |  |  |  |  |
| Eye Contact | Does not attempt to look at audience at all, reads notes the entire time | Only focuses attention to one particular part of the class, does not scan audience | Occasionally looks at someone or some groups during presentation | Constantly looks at someone or some groups at all times |
| Facial Expressions | Has either a deadpan expression or shows a conflicting expression during entire presentation | Occasionally displays both a deadpan and conflicting expression during presentation | Occasionally demonstrates either a deadpan OR conflicting expression during presentation | Gives audience clues to what the content of speech is about; Appropriate expression, never notice a deadpan or conflicting expression |
| Gestures/Use of Notes | No gestures are notices. Little use of notes. |  |  | Natural hand gestures are demonstrated. Distracting use of notes |
| Posture | Sits during presentation or slumps |  | Occasionally slums during presentation | Stands up straight with both feet on the ground. |
| **Vocal Skills** |  |  |  |  |
| Enthusiasm | Shows absolutely no interest in topic presented | Shows some negativity toward topic presented | Occasionally shows positive feelings about topic | Demonstrates a strong positive feeling about topic during entire presentation |
| Vocalized Pauses (uh, well uh, um) | 10 or more are noticed | 6-9 are noticed | 1-5 are noticed | No vocalized pauses noticed |
| **Content** |  |  |  |  |
| Topic Announced | Audience has no idea what the report is on. No “grabber”. |  | Vaguely tells audience what report is over | Clearly explains what the report is covering. The “grabber” is clearly heard. |
| Time frame  (3-5 minutes) | Presentation is less than minimum time | Presentation is more than maximum time |  | Presentation falls within required time frame |
| Visual Aid | Poor, distracts audience and is hard to read | Adds nothing to presentation | Thoughts articulated clearly, but not engaging | Visual aid enhances presentation, all thoughts articulated and keeps interest |
| Completeness of Content | One or more points left out | Majority of points glossed over | Majority of points covered in depth, some points glossed over | Thoroughly explains all points |
| Professionalism of Presentation | Mumbles, audience has difficulty hearing, confusing | Thoughts don't flow, not clear, does not engage audience | Thoughts articulated clearly, though does not engage audience | Presentation is organized and the interest level of the audience is maintained |

Overall Comments:

|  |  |  |
| --- | --- | --- |
| **Criteria** |  | **In my own words! What will this look and sound like?** |
| **Nonverbal Skills** |  | Reword the 2nd column in your own words. |
| Eye Contact | Constantly looks at someone or some groups at all times |  |
| Facial Expressions | Gives audience clues to what the content of speech is about; Appropriate expression, never notice a deadpan or conflicting expression |  |
| Gestures/Use of Notes | Natural hand gestures are demonstrated. Distracting use of notes |  |
| Posture | Stands up straight with both feet on the ground. |  |
| **Vocal Skills** |  |  |
| Enthusiasm | Demonstrates a strong positive feeling about topic during entire presentation |  |
| Vocalized Pauses (uh, well uh, um) | No vocalized pauses noticed |  |
| **Content** |  |  |
| Topic Announced | Clearly explains what the report is covering. The “grabber” is clearly heard. |  |
| Time frame  (3-5 minutes) | Presentation falls within required time frame |  |
| Visual Aid | Visual aid enhances presentation, all thoughts articulated and keeps interest |  |
| Completeness of Content | Thoroughly explains all points |  |
| Professionalism of Presentation | Presentation is organized and the interest level of the audience is maintained |  |